

(CABEI)

Procurement Plan

I. General

1. **Project information:** Integrated climate action to reduce deforestation and strengthen resilience in BOSAWAS and Rio San Juan Biospheres - BioCLIMA, Nicaragua
2. **Version of the Plan:** 24.09.2020
3. **Approval Date of the procurement Plan:** 24.09.2020
4. **Date of General Procurement Notice:** 01.01.2021
5. **Period covered by this procurement plan:** 18 months
6. **Other Arrangements:** The project will provide grants to Government, Civil Society, Private sector and regional organizations. The Accredited Entity's approved Procurement and Consultant Guidelines reviewed and accepted by the Fund will apply under these grants. Procurement will be carried out by Grant Recipients themselves and procurement plan will be agreed between the AE and Grant Recipient

II. Goods, Works and non-consulting services.

1. **Prior Review Threshold:** Procurement Decisions subject to Prior Review by the AE/Fund

	Procurement Method	Amount threshold for use of method (thousand USD)		
		Goods and services	Works	Consulting services
1.	International public tender	≥350	≥1,500	≥150
2.	National public tender	≥100 and <350	≥200 and <1,500	≥35 and <150
3.	Implementation of national legislation	> 50 and <100	> 50 and <200	N/A
4.	Prices or grades comparison	≤ 50		<35

2. Prequalification (for complex Civil Works)

Complex civil works have not been implemented in the BIOCLIMA's frame

3. Procurement Packages with Methods and Time Schedule

1	2	3	4	5	6	7	8	9	10	11	12	13
Ref. No.	Contract (Description)	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre qualification (yes/no)	Domestic Preference (yes/no)	Review by AE/Fund (Prior / Post)	Date of issuance of doc's	Bid-Opening Date	Date of contract /order signature	Comments
1	Contract by public tender for specialized technical service providers considering: facilitation service, training and elaboration of business plans and land management for small producers Act. 1.1.1.1	GCF Grant GEF	Planned	2,094,246 GCF: 1,528,800 GEF: 565,446	International public tender	Yes	no	Prior	March 2021	Jun 2021	Sep 2021	
			Actual									
2	Contract by public tender for specialized technical service providers considering: facilitation service, training and elaboration of business plans and land management for indigenous communities Act. 1.1.1.2	GCF Grant GEF	Planned	694,633 GCF grant: 659,902 GEF: 34,732	International public tender	Yes	yes	Prior	March 2021	Jun 2021	Sep 2021	
			Actual									
3	Contract by public tender for specialized	GCF grant	Planned	215,997	National public tender	Yes	Yes	Prior	March 2021	Jun 2021	Sep 2021	

1	2	3	4	5	6	7	8	9	10	11	12	13
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	technical service providers considering: facilitation service, training and elaboration of business plans and land management for middle size producers. Act.1.1.1.3	GEF		GCF grant: 144,718 GEF: 71,279								
			Actual									
4	Contract by public tender for specialized technical service provider: facilitation and training service for the formalization of legal agreements for landscape restoration and conservation Act. 1.1.1.4	GCF Grant GEF	Planned	893,524 GCF Grant: 813,107 GEF: 80,417	International public tender	Yes	Yes	Prior	March 2021	Jun 2021	Sep 2021	
			Actual									
5	Equipment, desktop materials (computers, furniture, projectors, printers, etc.) and field equipment (vans, motorcycles, boats, GPS) Act. 2.1.1.2	CABEI - Credit	Planned	1,234,999	International public tender	Yes	Yes	Prior	Feb 2021	May 2021	Ago 2021	
			Actual									
6	Adaptation of national, deconcentrated offices and repair of forest control and monitoring posts Act. 2.1.1.2	CABEI -Credit	Planned	260,000	National public tender	Yes	Yes	Prior	Feb 2021	May 2021	Ago 2021	
			Actual									

1	2	3	4	5	6	7	8	9	10	11	12	13
Ref. No.	Contract (Description)	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre qualification (yes/no)	Domestic Preference (yes/no)	Review by AE/Fund (Prior / Post)	Date of issuance of doc's	Bid-Opening Date	Date of contract /order signature	Comments
7	Contract for adaptation of offices and checkpoints		Planned	207,363	National public tender	Yes	Yes	Prior	Jun 2021	Oct 2021	Dic 2021	
			Actual									
8	Contracts for participatory workshop organization and facilitation services Act. 2.1.2.1	GCF credit	Planned	16,900 GCF credit: 7,605 GEF: 9,295	Prices or grades comparison	No	Yes	Post	Jun 2021	Oct 2021	Dic 2021	
			Actual									
9	Service contracts for the organization and facilitation of participatory workshops Act. 2.1.3.2	GCF Credit GEF	Planned	84,099 GCF Credit: 25,230 GEF: 58,869	National public tender	No	Yes	Post	Jun 2021	Oct 2021	Dic 2021	
			Actual									
10	Service contracts for the organization and facilitation of participatory workshops	GCF Credit GEF	Planned	132,078 GCF Grant: 122,832.64 GEF: 9,245	National public tender	No	Yes	Post	Ene 2022	Mar 2022	May 2022	
			Actual									
11	Service contracts for the organization and facilitation of participatory workshops for training Act. 3.1.1.1, 3.1.1.2, 3.1.1.3 3.1.2.2	GCF Grant GEF	Planned	154,883 GCF Grant: 130,687 GEF: 24196	National public tender	No	Yes	Post	Ene 2022	Mar 2022	May 2022	
			Actual									
12	Tender / contract for the installation and monitoring of plots in areas established for	GCF Credit	Planned	260,423 GCF Credit: 130212	National public tender	No	Yes	Post	Ene 2022	Mar 2022	Jun 2022	

1	2	3	4	5	6	7	8	9	10	11	12	13
Ref. No.	Contract (Description)	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre qualification (yes/no)	Domestic Preference (yes/no)	Review by AE/Fund (Prior / Post)	Date of issuance of doc's	Bid-Opening Date	Date of contract /order signature	Comments
	the national forest inventory Act. 3.1.2.4	CABEI Credit		CABEI Credit: 130211								
			Actual									
13	Tendering / contracting of service to a company specialized in communication for development Act. 3.3.1.1	GCF Grant Results-based payments ENDE REDD + GEF	Planned	54,000 GCF Grant: 5400 Results-based payments ENDE REDD+: 5400 GEF: 43,200	Prices or grades comparison	No	Yes	Post	Ene 2022	Mar 2022	Jun 2022	
			Actual									
14	Office equipment, materials and supplies - PIU	GCF Grant GCF Credit GEF	Planned	3,423 GCF grant: 1027 GCF Credit. 1027 GEF: 1,369	Prices or grades comparison	No	Yes	Post	Ene 2021	Mar 2021	April 2021	
			Actual									
15	Adaptation/extension of the PIU office	GCF Grant GCF Credit GEF	Planned	1,143	Prices or grades comparison	No	Yes	Post	Ene 2021	Mar 2021	April 2021	
			Actual									
	Contract services for communication and maintenance of equipment and offices	GCF Grant GCF Credit GEF	Planned	2,857	Prices or grades comparison	No	Yes	Post	Jun 2021	Sep 2021	Dic 2021	
16			Actual									

1	2	3	4	5	6	7	8	9	10	11	12	13
Ref. No.	Contract (Description)	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre qualification (yes/no)	Domestic Preference (yes/no)	Review by AE/Fund (Prior / Post)	Date of issuance of doc's	Bid-Opening Date	Date of contract /order signature	Comments
17	Expenses for food, lodging, room rental and facilitation, among others	GCF Grant GCF Credit GEF	Planned	2,286	Prices or grades comparison	No	Yes	POst	Jun 2021	Sep 2021	Dic 2021	
			Actual									
18	Materials and computer equipment for the development of the M&E system	GCF Grant GEF	Planned	10,000	Prices or grades comparison	No	Yes	Post	March 2021	May 2021	Ago 2021	
			Actual									
19	Contract for the office and equipment maintenance services	GCF Grant GEF	Planned	38,200	Prices or grades comparison	No	Yes	Pos	March 2021	May 2021	Ago 2021	
			Actual									
Total For Goods				6,357,054								

III. Selection of Consultants

1. Prior Review Threshold: Selection decisions subject to Prior Review by AE/Fund:

	Selection Method	Prior Review Threshold (USD/year)	Comment
1.	Quality Cost Based Selection method	All	
2.	Quality Based Selection	N/A	
3.	Fixed Budget Selection		
4.	Least Cost Selection	N/A	
5.	Consultants Qualifications Selection	All	

2. Short list comprising entirely of national consultants: Short list of consultants for services, estimated to cost less than \$100,000 equivalent per contract, may comprise entirely of national consultants in accordance with the Fund's interest in encouraging the development and use of National Consultants from partner countries of operation.

3. Any Other Special Selection Arrangements: [including advance procurement and retroactive financing, if applicable]

4. Consultancy Assignments with Selection Methods and Time Schedule

1	2	3	3	4	5	6	7	8	9	10	11	
Ref No.	Description of Assignment	Source of Funds	Estimated Cost	Selection Method	Review by AE/Fund (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
1	National consultants exclusively hired to implement the project under the modality of long-term project consultants (professional and	CABE I Credit	2,268,000	CQS	Prior	Mar 2021	Apr 2021	Jun 2021	Jun 2021	Jun 2021	July 2021	Long-period contracts during the project execution

1	2	3	3	4	5	6	7	8	9	10	11	
Ref No.	Description of Assignment	Source of Funds	Estimated Cost	Selection Method	Review by AE/Fund (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
	technical, administrative and support staff, among others) 360 contract during the project executions											
2	Local contract of specialized consultants in environmental law (elaboration of legal, normative and/or administrative instruments)	GCF Credit GEF	25,000	CQS	Post	Apr 2021	Jun 2021	Jul 2021	Ago 2021	Ago 2021	Sep 2021	Short terms consultants
3	Specialized consultants in trusts and financial mechanisms (by type of trust)	GCF Grant GEF	15000	CQS	Post	Mar 2021	Apr 2021	Jun 2021	Jun 2021	Jun 2021	July 2021	Short terms consultants
4	Specialized consultants in the design of innovative financial mechanisms and public/private participation (by type of trust)	GCF Grant GEF	18000	CQS	Post	Mar 2021	Apr 2021	Jun 2021	Jun 2021	Jun 2021	July 2021	Short terms consultants
5	National consultants for Monitoring LULUC,	GCF Grant GEF	81000	QCBS	Post	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2021	Short terms consultants

1	2	3	3	4	5	6	7	8	9	10	11	
Ref No.	Description of Assignment	Source of Funds	Estimated Cost	Selection Method	Review by AE/Fund (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
	deforestation and forest degradation											
6	International consultants for Monitoring LULUC, deforestation and forest degradation	GCF Grant GEF	45000	QCBS	Post	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2021	Short terms consultants
7	Project staffing (core staff): Project Manager, Procurement Personnel, Finance Personnel and Administrative personnel	GCF Grant GCF Credit GEF	122858	CQS	Post	Feb 2021	Mar 2021	Mar 2021	Apr 2021	Apr 2021	May 2021	Long term consultants
	Contracts of the consultant team for developing M&E system	GCF Grant GEF	10000	CQS	Post	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Feb 2022	Short term consultants
9	Contract of an international for developing M&E system	GCF Grant GEF	5000	CQS	Post	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Feb 2022	Short term consultants
	Total		2589858									

Competitive Methods are the following:

- Quality Cost Based Selection method (QCBS)
- Quality Based Selection (QBS)
- Fixed Budget Selection (FBS)
- Least Cost Selection (LCS)
- Consultants Qualifications Selection (CQS)

For further information on the Services and Consulting that will be contracted under this Programme, please refer to Section C.3 in the Funding Proposal and Annex V, Budget. All of them have their original reference in the document published in Spanish in the page of CABEL: http://adquisiciones.bcie.org/en_EN/politicas-ynormas-de-adquisiciones/. The standard applicable at the time of drafting this Procurement Plan is the document "Rules for the application of the policy for obtaining goods, works, services and consultancies",

Other information for selection of Consultants

The procedure for hiring consultants is contained in Chapter V "Procedures for the Hiring of Consulting Services" of the mentioned applicable regulation published on http://adquisiciones.bcie.org/es_ES/politicas-y-normas-de-adquisiciones/. In this Programme, two modalities will apply for hiring consultants, depending on the amount of the contracts. Typically, consultants hired for 4-6 months to undertake an external audit, evaluation or study, will go through a grades comparison; however, consultants hired for the whole period of the project will be selected under an international public tender.

National and International Public Tender Articles, 41 to 45, apply to the cases in which National or International Public Tender are used. The main points of these articles are highlighted below.

Art. 41 – Documents required for the Competitive Process

- a) Advertisement of the Competitive process
- b) Bidding Conditions
 - b.1 Invitation
 - b.2 Directives for Bidders
 - b.3 Bidding details
 - b.4. Evaluation criteria
 - b.5. Standard presentation forms
 - b.6. Terms of Reference
 - b.7. Standard Agreement with general and special terms and conditions
- c) Budget
- d) Consultants Whitelist
- e) Document transparency
- f) Clarifications
- g) Amendments. The Borrower/Beneficiary may amend the documents of the competitive bidding. In any case, the Borrower/Beneficiary shall cause all Bidders to be timely notified of any amendments made.
- h) Surety whereby the Bidder agrees to maintain the offer, and for contract execution, when deemed appropriate by the Borrower/Beneficiary
- i) Performance bond or surety, when deemed necessary by the Borrower/Beneficiary.
In any case, the Borrower/Beneficiary shall apply any guarantee it deems necessary to ensure the accomplishment of the Consultancy.
- j) Insurance
- k) Language and construal
- l) Criteria to evaluate offers
- m) Non-material mistakes or omissions
- n) Mathematical errors
- o) Material mistakes or omissions
- p) Objections

Art. 42 Methods for Consultant Selection

The Borrower/Beneficiary shall establish the technical and financial evaluation criteria in the Competitive Bidding Conditions for procurement, as well as the weighted factors to apply in the evaluation process of offers, choosing any method to the satisfaction of the CABEL.

Art. 43 Proposal content and presentation

The proposal shall contain the following, as a minimum:

a) Technical offer

a.1 Key staff

a.2 Work methodology

a.3 Scope of services – description

a.4 Work time schedule

a.5 Work organization

a.6 Documents including a commitment whereby the Bidder shall not replace or withdraw the key staff stated in the Technical Offer without prior authorization of the Borrower/Beneficiary and acceptance by the CABEI through the Country's or Local Management.

b) Financial Offer

b.1. Total bid price

b.2. Breakdown

b.3 Payment plan

Art. 44 Offers evaluation

The opening of the financial offers shall be performed at a public act.

Art. 45 Negotiation and Awarding of the Consultancy Agreement

Under the procedure described in 44 above, each Proposal shall receive a rating, after adding up the weighted scores afforded to each technical offer. Overall, any Proposals may be rejected when they contain any material error, when they fail to conform to the bidding conditions or to provide competitive pricing, or when they are found to have resorted to prohibited practices, among others.

Art. 48 Confidentiality

Except as otherwise provided in the national legislation, the Borrower/Beneficiary and the CABEI shall not disclose any kind of information regarding the Bidding Conditions and the content of the proposals received during the process of presentation or evaluation thereof. The members of the Executive Committee of the Competitive Bidding shall sign the confidentiality document.

Art. 49. Agreement signature

The agreement shall be executed by and between the vendor awarded with the procurement and the Borrower/Beneficiary within a short period after the relevant formal award. Such period shall be included in the bidding conditions. The content of the agreement shall not differ from the content established in the standard agreement included in Bidding. Conditions, and shall be consistent with the regulations of the CABEI and with the national legislation applicable in the country where the operation is to be conducted. The Borrower/Beneficiary, prior to execution, shall have the no-objection in place from the Country Management or Technical Area responsible for the Operation.

Section 25 Most convenient Offer

The Borrower/Beneficiary shall always choose the most convenient offer, this being:

a) In the case of consultancy, once eligibility requirements are met, when the highest score is obtained after adding up all evaluation results of technical and financial offers, pursuant to evaluation criteria, weighting values and selection method established. (...)

In any case, the Conditions of the Competitive Process shall clearly state the factors which, besides the price, will be evaluated to define the most convenient offer. Typically, the most convenient offer is that which fulfills all technical requirements, and, in addition, provides the best financial conditions. In all cases, the Bidder shall have the capacity to undertake commitments and hire, that is to say, shall meet all eligibility requirements.

Comparison of qualifications

Section 22, subsection e) Competition of Prices or Qualifications at Domestic or International Level The Borrower/Beneficiary may begin the process with a No-Objection to the General Procurement Plan (GPP) granted by the Country's Management or the Technical Area responsible for the Operation.

This procurement method does not require the use of formal Bidding or Competitive Process documents. Only the terms of reference or technical specifications required need be clearly defined in order to compare and select the best choice. It is based on a simple comparison of at least three potential Bidders and it consists in obtaining at least three price quotations when it comes to procurement of Goods, Works or Services, or three profiles of individual Consultants, when it comes to hiring Consultants, in order to obtain, for the former, the most competitive price, or the best general training and experience qualifications, when it comes to an individual Consultant, for the latter. In every case, there must be clearly stated in writing the intent to participate from each one of the potential Bidders.

This is an appropriate method for acquisitions involving few amounts or small value when hiring individual Consultants for onetime, specific-duration jobs; acquisition of Goods in stock or of standard specifications; supply of simple and one-time Services; or hiring of minor Works.

The Borrower/Beneficiary shall make sure to avoid dividing artificially the procurement of Goods, Works, Services or Consultancy in order to use this method and shall make sure as well that these are specific acquisitions.

To such ends, the Borrower/Beneficiary shall submit the terms of reference or technical specifications that fully reflect the need of procurement, plus a minimum of three profiles or comparable quotations, and the name of the Bidder to be selected so that the Country's Manager or Technical Area responsible for the Operation can review the information of the case before issuing a No-Objection for hiring.

Art. 48 Confidentiality

Except as otherwise provided in the national legislation, the Borrower/Beneficiary and the CABI shall not disclose any kind of information regarding the Bidding Conditions and the content of the proposals received during the process of presentation or evaluation thereof. The members of the Executive Committee of the Competitive Bidding shall sign the confidentiality document.

Art. 49. Agreement signature

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Procedure for Procurement of Goods and Services

"Bids and competitive processes"

Procurement of goods and services anticipated to be made under this program falls under USD 50,000. Therefore, all processes shall be conducted under the Price Competition modality, governed by Chapter III, section 22, subsection e, of CABEL This is detailed below:

Section 22, subsection e) Competition of Prices or Qualifications at Domestic or International Level

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To such ends, the Borrower/Beneficiary shall submit the terms of reference or technical specifications that fully reflect the need of procurement, plus a minimum of three profiles or comparable quotations, and the name of the Bidder to be selected so that the Country's Manager or Technical Area responsible for the Operation can review the information of the case before issuing a No-Objection for hiring.

Procedure for Travels

The procedure for travels is not included in the publicly available procurement procedures: it is an internal Human Resources procedure whose main points are summarized below:

- Project Manager identifies a new business and writes a Request for Travels with the reasons that warrant making that trip.
- Project Manager refers Application for Travels to Administration and Visibility Manager for review
- Administration and Visibility Manager reviews it and then refers Request for Travels to FINAM Coordinator.
- FINAM Coordinator signs Request for Travels, if he/she agrees.
- Administration and Visibility Manager searches for hotels, airplane tickets, bus tickets, car (if applicable) and per diem, according to CABEL's Travels Manual.
- Administration and Visibility Manager refers potential hotel and ticket (whichever it may be) to Project Manager to confirm and give his/her OK to the hotel and travel route, according to his/her preference or convenience.
- Administration and Visibility Manager enters into CABEL's Application, and then it is the turn of FINAM Coordinator.
- FINAM Coordinator authorizes travel in Application for Travels.
- Request is referred to Accounting for traveling expenses to be deposited to Project Manager.
- Request is referred to the Department of Administrative Services and Institutional Procurement for them to proceed to purchase the selected ticket, if applicable. This is so because it may be a domestic travel, which could be done by bus or by car (individual's car, rental car, or the Bank's car)

- Once the Manager completes the travel, he/she must refer a Travel Summary accounting for the details of his/her trip, which must be accompanied by the hotel bill and the plane's boarding pass, and refers to FINAM Coordinator for signature.
- Travel Summary is sent to Accounting for relevant payment.